

**BY ORDER OF THE COMMANDER
CANNON AIR FORCE BASE (AFSOC)**

**CANNON AIR FORCE BASE INSTRUCTION
36-2801**



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Personnel

***QUARTERLY AND ANNUAL AWARDS
PROGRAM***

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SUMMARY OF CHANGES

This publication has been revised in its entirety and must be thoroughly reviewed to update policies and procedures for 27th Special Operations Wing quarterly and annual awards program.

Chapter 1

GENERAL INFORMATION

1.1. Management. Management of the Cannon AFB Awards Program is the responsibility of the 27th Special Operations Wing (27 SOW) Command Chief. The purpose of this program is to recognize superior performance and contribute positively to morale. To compete, personnel must not be under investigation, have an unfavorable information file, be on a control roster, or have any other negative quality force indicators. Personnel must meet and exceed dress and appearance standards and have a documented current satisfactory fitness score of 80 or greater, with no failures during the award nomination period. Additionally, Annual Award nominees must have served at least 6 months in the grade in which they are nominated for.

1.2. Award Periods. Award periods for competition are as follows:

1.2.1. Quarterly Awards. First Quarter: January–March; Second Quarter: April–June; Third Quarter: July–September; Fourth Quarter: October–December.

1.2.2. Annual Awards. 1 January – 31 December.

1.3. Formal Recognition. Quarterly/Annual award winners will receive formal recognition from the 27 SOW/CC. Recognition of the quarterly award winners will occur at the quarterly awards luncheon or similar event. Recognition of the annual award winners will be made at the CAFB Annual Awards Banquet. In the event that an individual assigned to a PUG wins the CAFB Annual Award, both the CAFB and 27 SOW Annual Awards winners will be recognized.

1.4. Awards Ceremonies. Quarterly Award ceremonies will be planned/executed by the Cannon Team 5/6. Annual Award ceremonies will be planned/executed by the Cannon Top 3.

1.4.1. The annual awards ceremony will occur at least one week prior to the AFSOC 12 Outstanding Airmen of the Year (OAY) package suspense date.

Chapter 2

NOMINATION PROCEDURES

2.1. Nominations. Commanders are responsible for verifying data, performing quality reviews and meeting requirements/suspenses. **Late or incomplete packages will not be accepted.**

2.1.1. The 27 SOG, 27 SOMXG, 27 SOMSG, 27 SOMDG, WSA and PUG may submit one nomination package within each category as listed in paragraph 2.2. A selection board made up of Cannon AFB senior leaders will review, evaluate, grade and judge packages and recommend winners to the wing commander. The 27 SOW/CC is the final decision authority.

2.1.2. Consecutive Nominations. Personnel who won an award for a previous quarter are not eligible for nomination for the next quarter. Non-winners may compete consecutively.

2.2. Award Categories. Award categories are as follows:

2.2.1. Airman of the Quarter/Year – Airman Basic through Senior Airman.

2.2.2. NCO of the Quarter/Year – Staff Sergeant through Technical Sergeant.

2.2.3. SNCO of the Quarter/Year – Master Sergeant through Senior Master Sergeant.

2.2.4. CGO of the Quarter/Year – 2d Lieutenant through Captain. No Major-selects.

2.2.5. FGO of the Quarter/Year – Major select or Major not in a command position.

Note: Majors selected for promotion to lieutenant colonel are not eligible for award consideration.

2.2.6. Civilian Category I: GS-1 through GS-8.

2.2.7. Civilian Category II: GS-9 through GS-12.

2.2.8. Civilian Category III: WG, WL and WS employees.

2.2.9. First Sergeant of the Year - First Sergeants must possess the first sergeant special duty identifier (8F000) and have been a first sergeant for at least 6 months during the calendar year.

2.2.10. Additional Duty First Sergeant of the Year - Must have filled the role of first sergeant for a cumulative period of at least 6 months and be TSgt or above.

2.2.11. Volunteer of the Quarter/Year. Any enlisted, officer, or government civilian.

2.2.12. Honor Guardsman of the Quarter/Year. Selected by the 27 SOW Honor Guard NCOIC. Winners are recognized at the base quarterly and annual awards ceremonies.

2.3. Nomination Format.

2.3.1. Quarterly Awards. All nominations (except Honor Guard and Volunteer) will be submitted using the current AF Form 1206, Nomination for Award located on the E-Publishing website, single-spaced, 12 lines, and 3 headers for a total of 15 lines using the headers listed below. Headers will not include any additional text and acronym lists are not allowed. Use bulleted, short statements or key points; include specific facts, achievements and examples demonstrating exceptional performance. Achievements should distinguish the

nominee from his/her peers. Acronyms and abbreviations used will be left to the interpretation of the board.

2.3.1.1. Leadership and Job Performance.

2.3.1.1.1. Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impact the mission and unit. Include results of inspections and/or evaluations. Include significant awards received. **Note:** Limited to a maximum of eight lines (excluding header).

2.3.1.2. Significant Self-Improvement.

2.3.1.2.1. Describe how the member developed or improved skills related to primary duties; e.g., formal training, career development course enrollment or completion, on-the-job training, certifications, off-duty education not directly related to primary duties: e.g., class, course, degree enrollment and/or completion, grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen. Describe commitment and level of effort required. **Note:** Limited to a maximum of two lines (excluding header).

2.3.1.3. Base or Community Involvement.

2.3.1.3.1. Describe the scope and impact of the member's positive leadership and involvement in both the military and civilian community include leadership, membership, or participation in unit advisory councils, professional military organizations, associations and events; e.g., President of Top 3, enlisted dining-out committee, member of Air Force Sergeants Association or Air Force Association, Sunday School teacher and so forth. Describe commitment and level of effort required. **Note:** Limited to a maximum of two lines (excluding header).

2.3.2. Annual Awards: All nominations (except First Sergeant, Volunteer and Honor Guard.) will be submitted using the current AF Form 1206, Nomination for Award located on the E-Publishing website, single-spaced, 27 lines and 3 headers for a total of 30 lines. Headers will not include any additional text and acronym lists are not allowed. Approved headers are the same as stated above for quarterly awards: Leadership and Job Performance (20 lines max), Significant Self-Improvement (4 lines max), and Base or Community Involvement (3 lines max).

2.3.3. First Sergeant of the Year/Additional Duty First Sergeant of the Year. See AFI 36-2805, AFSOC Supplement, Chapter 3, for USAF First Sergeant of the Year Award format requirements.

2.3.4. Volunteer of the Quarter/Year.

2.3.4.1. Quarterly nominations will be submitted using the current AF Form 1206, Nomination for Award, single-spaced, 5 lines maximum. Use bulleted, short statements describing direct, fact-filled, results-oriented volunteer performance. No headers required.

2.3.4.2. Annual nominations will be submitted using the current AF Form 1206, Nomination for Award, single-spaced, 7 lines maximum. Use bulleted, short statements

describing direct, fact-filled, results-oriented volunteer performance. No headers required.

2.4. Submission Procedures and Suspenses.

2.4.1. All submissions will include the AF Form 1206, individual SURF, and fitness report.

2.4.2. Submit packages for all categories through the respective group/WSA POC to the 27SOW.TASKERS@cannon.af.mil organization box NLT the date indicated on the current calendar year awards memorandum. Late and/or incorrect packages will not be accepted.

Note: Due dates are subject to change when required to meet the HQ AFSOC suspense for annual or special awards.

ALBERT M. ELTON II, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 36-2805, *Special Trophies and Awards*, 29 June 2001

AFI 36-1004, *The Air Force Civilian Recognition Program* and requirements of Title 5, Code of Federal Regulation (CFR), Part 451 (Awards), 3 December 2009

Adopted Forms

AF Form 1206, *Nomination for Award*